

L. REVIEW OF PROJECTS FOR CONTINUED FUNDING

DMA and DPH will review projects demonstrating repeated misuse of HCC positions or noncompliance with Program requirements for continuation of funding. Specific policies have been developed to address Program requirements in the following areas:

Late Submission of the MAAR

The Program Consultant will follow the procedures outlined below if submissions are late two times within any six-month period:

1. For the initial notification, the HCC will be contacted by phone.
2. The second notification will be through written correspondence to the Supervisor and HCC.
3. The third time, a letter will be sent to the Agency Director, Supervisor, and HCC. The agency will be required to submit a corrective action plan.
4. The third notification will be through an on-site visit and consultation from the Program Consultant. A review for continued funding of the Project will occur.

Failure to Meet HCC Time Requirements or Use of HCCs to Perform Activities Not Related to Health Check Job Responsibilities

HCC positions must be devoted full time to Health Check Project Activities. Client **related activities**, including **direct** client contact, must account for 75% of the HCC's time. The HCC may spend 25% of their time on Health Choice related activities.

HCC positions are reimbursed at 100% time through the Medicaid Program, HCCs must not be assigned to inappropriate or non-related activities. DMA and each Project is accountable for assuring that funds are utilized appropriately. The following criteria are not time-limited and are applicable throughout the operation of the Project. The Program Consultant will notify the Agency Director, Health Check Supervisor and the HCCs as follows:

1. For the initial notification, the HCC will be contacted by phone and follow up written notification will be sent to the Supervisor (if appropriate).
2. The second notification will be through written correspondence to the Agency Director, Supervisor, and HCC.

3. The third incident will result in docked pay for the percentage of time the HCC was inappropriately assigned (applicable to DMA Funded HCCs).
4. After the fourth occurrence, the project will be reviewed for continuation of funding.

Legitimate exceptions include the following:

- a. Participation in agency staff meetings.
- b. Required OSHA training and/or blood pathogen training.
- c. Relevant agency committee meetings.

* If you have questions about whether an activity is related to the Health Check Program, contact your Program Consultant for clarification.